

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-48**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Tribal Historic Preservation Office Manager
OPENING DATE: August 10, 2018
CLOSING DATE: August 22, 2018
DEPARTMENT: Environmental and Natural Resources
SALARY RANGE: E-17; \$57,771 - \$86,657

Position Summary

Under the direction of the ENRD Director, the Tribal Historic Preservation Office (THPO) Manager administers the THPO, consults with the Pueblo's THPO Advisory Board, and advises the Pueblo leadership in managing and preserving its cultural resources, historic properties, and related interests. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

Essential Duties and Responsibilities

- Demonstrates a strong understanding and utilization of Section 106 of the National Historical Preservation Act, and associated laws.
- Develops and implements a Pueblo of Laguna Tribal Historic Preservation Plan in coordination with internal programs and other applicable agencies and individuals.
- Collaborates with federal and state agencies to comply with the National Historic Preservation Act and other applicable laws to deliver needed services to the Pueblo.
- Ensures implementation of all aspects of the Memorandum of Agreement between the Pueblo and the National Park Service for the assumption of NHPA responsibilities.
- Directs and manages a comprehensive reservation-wide survey of historic properties and locations.
- Uses maps, databases and GIS to identify historic sites and cultural resources.
- Creates, updates and reviews inventory and databases of historic properties and locations on Laguna lands.
- Protects historic properties and cultural sites from project impacts by identifying within proposed project areas and recommends modifications and / or mitigating factors.
- Manages language development preservation.
- Accesses the NM ARMS Database to locate recorded historic sites.
- Assists in field work as appropriate; documents cultural sites with photography, GIS/GPS data, and field notes.
- Nominates eligible properties/locations for listing historic properties on the National Register. Processes applications if determined to be beneficial.
- Consults with the Pueblo's THPO Advisory Board on cultural and religious issues.
- Interprets information provided by the Pueblo's THPO Advisory Board with regards to federal and Pueblo policy.
- Refers appropriate documents to Pueblo's THPO Advisory Board for review.
- Generates talking points and policy recommendations in consultation with the Pueblo's THPO Advisory board on cultural issues for approval by Staff Officers or Pueblo Council.
- Provides recommendations for legal action on cultural and federal policy actions in coordination with employees, the Pueblo's THPO Advisory Board and consultants.
- Represents the Pueblo through written and verbal communications regarding its interests in cultural and bio-cultural resource management.
- Identifies, recommends for engagement, and oversees contractors/consultants being used by the Pueblo for activities in the areas of historic preservation and cultural resource management.
- Ensures compliance regarding the National Historic Preservation Act (NHPA), the Archaeological Resources and Protection Act (ARPA), the Antiquities Act of 1906 (AA), the Native American Graves Protection and Repatriation Act (NAGPRA), and the National Environmental Policy Act (NEPA) requirements. Stays abreast of developing / cutting edge areas of cultural and bio-cultural resource management.
- Reviews environmental assessments (EA's) to determine impacts on cultural resources.
- Tracks and responds to NEPA consultation requests and communicates concerns to appropriate agencies.
- Develops and manages annual budget and proposal, including operational plans and objectives; recommends staffing and expenditures.

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- Secures additional funding and grant monies through grant writing for continuation and expansion of program services.
- Develops required narrative, statistical, and financial reports.
- Maintains professional and technical knowledge by conducting research; attending relevant training and workshops, and by establishing networks with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other functions and duties as required.

Minimum Qualifications

- Five years of progressive management experience, required.
- Five years of experience in cultural resources, historic preservation or related field, preferably in a Native American community, required.
- Bachelor's Degree in Archaeology, Anthropology or closely related field preferred.
- Fluency in the Laguna language is preferred.
- A combination of directly related education and relevant work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Tribal Historic Preservation Office Manager is designated as a High-Risk Public Trust position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, Skills, and Certifications

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of and ability to interpret applicable laws, regulations, and requirements of the National Historic Preservation Act (NHPA), the Archaeological Resources and Protection Act (ARPA), the Antiquities Act of 1906 (AA), the Native American Graves Protection and Repatriation Act (NAGPRA), and the National Environmental Policy Act (NEPA).
- Knowledge of the principles and practices of administrative functions including budgeting, program planning and development, employee supervision and training.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out duties.
- Knowledge of GIS/GPS processes and procedures; skill and ability to apply knowledge to required field work.
- Knowledge of database management, and data entry.
- Knowledge of Archaeological and Anthropological research principles and practices.
- Knowledge of and skill in grant opportunities research; to develop relevant information and data for grant applications.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers and others at all levels.

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- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to facilitate meetings, conferences, and training.
- Skill in use of Word, Excel, Outlook, and software unique to program.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Skill and ability in writing informative, accurate and comprehensive reports, newsletter articles, and other forms of written communications.
- Skill and ability to review highly technical documents; determine applicability to the Pueblo; formulate appropriate/relevant responses.
- Skill in use of technology and other research processes to keep abreast of latest trends in field.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MST) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MST) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Andrea Poncho, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES